

RJD Calendar/Checklist Refer to Official Documents for details (7/26)			
January	1	RJD Election	VP sends application packets to eligible RJD candidates Request updated membership lists from SJDs
January	15	RJD Election	Candidate RJD Application due back to Vice President
January	30	RJD Election	Voting begins
February	1	SJD Election	Request a list of eligible SJD candidates from current SJD
February	10	SJD Election	VP sends Election Packets to RJD
February	15	RJD/SJD Election	Voting ends RJD Election RJD Forwards SJD Election Packets to eligible candidates
February	15	Financial SJD	Remind SJDs: Q1 Financial Reports due 2/20
February	20	SJD Election	Request to run as Co-SJDs to VP/RJD
February	20	Financial	Receive and review Q1 SJD financial reports
February	25	SJD Election	Candidate Applications due to VP/RJD
February	28	RJD Financial	Submit RJD and SJD Q1 Financial Reports to the Dir. of Finance. Place all reports in Nat'l Regional shared Drive
March	10	SJD Election	Send unopposed forms to candidates who ran unopposed Voting Begins SJD Election
March	25	SJD Election	Voting Ends. VP notifies RJD, who notifies candidates. Current SJD notifies membership
April	TBD	SC Election	Attend virtual meeting with VP re: structure of SC
May	15	SC Election	Reminder to SJD about pending SC election Request list of eligible candidates. SJD checks member profiles are up to date
May	15	RJD/SJD Election	Newly elected RJD and SJD assume office
May	15	Financial SJD	Remind SJD's: Q2 Financial Reports due 5/20
May	20	Financial SJD	Receive and review SJD Q2 financial reports
May	20	Report	Annual Statistical Report due to President (Google Form). Copy in Regional Drive. Reporting period July 1-June 30.
May	20	SC Election	VP sends SC Application Packet to RJD
May	25	SC Election	RJD sends Application Packet to SJD
May	30	RJD Financial	Submit RJD and SJD Q2 Financial Reports to the Dir. of Finance. Place all reports in Nat'l Regional shared Drive

Blue: Elections

Pink: Reports

Green: Financial

Lavender: Meetings

June	10	SC Election	SC Candidate applications due back to VP/RJD
June	25	SC Election	SC Election begins
July	10	SC Election	Election ends, VP notifies the RJD, RJD notifies SJD, who notifies candidates
July	15	SC Election	Newly elected SC members assume office.
July	30	Reports	SC list in Regional Drive
August	15	Financial SJD	Reminder to SJD's: Q3 Financial Reports due 8/20.
August	20	Financial SJD	Receive and review SJD Q3 financial reports
August	30	RJD Financial	Submit RJD and SJD Q3 Financial Reports to the Dir. of Finance. Place all reports in Nat'l Regional shared Drive
November	1	Financial RJD	Submit an annual budget to the Regional Committee for approval. Put in Regional Shared Drive
November	15	Financial SJD	Remind SJDs: Q4 Financial Reports due on 11/20. End of NAWGJ's fiscal year: important to be timely.
November	20	Reports	SJD Equipment Inventory due. Send list of any items over \$1500.00 to Director of Finance.
November	20	Financial SJD	Receive and review SJD Q4 financial reports
November	30	RJD Financial	Submit RJD and SJD Q4 Financial Reports to the Dir. of Finance. Place all reports in Nat'l Regional shared Drive
November	30	RJD Financial	*SJD/RJD Equipment Inventories Due to Director of Finance
December	20	RJD Election	Send VP list of eligible candidates for RJD
December	31	Financial	Issue and submit W-9s and tax records to Avalara within five days of the service. W-9s must be submitted by Dec. 31. Input information on amt paid so 1099s can be issued by 1/15 OR EARLIER.
Annually		BOD Meeting	Hold minimum of one RC meeting per year. Record and distribute minutes to RC, copy in Regional Drive
Annually		BOD Meeting	RC signs Mitigation (as needed), Conflict of Interest & Confidentiality forms annually - copy to VP and Reg Drive
Annually		RJD Financial	Distribute last period's Financial Report and Fundraiser reports to RC
Annually		RJD Financial	Approval from RC and Director of Finance for depreciable expenses > \$500.00, non-NAWGJ >\$200.00, and gifts or donations >\$100.00
Annually		BOD	Attend all BOD meetings. Support National Judges Cup

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